

May 11, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
May 11, 2010**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Buddy Chellstorp
<input type="checkbox"/>	Stephen Corda
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Ken Ward
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Executive Director
<input checked="" type="checkbox"/>	Alderman Greg Sandlin
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Frank Passarello and Jimmy Chapman (Tullahoma Aviation) Mike Loehle (Public Comments) and Mike Rutherford (July 2nd Show).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
May 11, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the April 13, 2010 meeting were approved as written.**

3. **Public Comments** – Mike Loehle thanked the line boys for their assistance putting a Citation in a hangar before a hail storm arrived at the Airport.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Fuel sales increased to 11,800 gallons for the month of April. Jon Glass will check on the status of the UNICOM tower and Veeder Root monitor for the fuel tanks. Sain Construction will be advised to order four new 10 foot sections for the UNICOM tower.
5. **Treasurer's Report** – Ken Ward reported on the financial reports, deposits and payments for the month. Chairman Miller requested Jon Glass to meet with Pat Williams regarding the accuracy of hangar lease payments in the financial statements.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Remaining items to be completed are: irrigation system, sod, fencing and the parking lot. Copies of the punch list inspection are provided for Board member review. Michael Luckado will monitor the punch list inspection form for final completion.

FBO RFP – Proposals and optional oral presentations are due on June 1, 2010. The following list of people attended the mandatory pre-bid meeting and are eligible to submit proposals: Trev Echols (Maury Aviation), Mike and Sandy Loehle (Loehle Aircraft Corp.), Corey Gillard (AMS Inc.), Rebecca Gibson and Taylor Newman (Crystal Air), Doug Kincell (Executive Air Express), Rodney Allison and Ron King (Momentum Foundation), Chris and Steve Lawton, Bill Harris and Mark Gonzales.

Self-Serve Fuel – Two bids were received on April 30, 2010 from Estes Equipment for \$17,468 and Rebel Services for \$24,650. Jon Glass recommends rejecting the bids since they are above the TAD contract amount and a rebid of the project. **A motion was made and approved** to reject the bids rebid the project.

Terminal Building Fencing and Security System – P&M Security has completed the camera system and TAD payment will be processed. B&R Fence will install new fencing around the 2nd week in May.

Airfield Signage – Jon Glass will schedule a meeting with PDC and Jim Currey on the scope of work for this project.

Runway 36 Threshold – FAA Form 7480 for the runway modification has been submitted to Jim Currey. PDC is working on the specifications for the project.

Wal-Mart Retaining Ponds – Copies of letters from Jody Baltz, USDA and TAD are included for Board member review and have been sent to the property owner.

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LPV Approaches – The revised runway 6/24 elevations have been submitted to FAA. Publication dates for the LPV approaches is planned for late summer of this year.

Old Terminal Building Demolition – Demolition work was completed on Wednesday May 5th.

Tree Clearing – Contracts have been approved by TAD. Jon Glass will contact Richard Raper to begin survey work on trees that need to be removed or trimmed.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Local share funding has not yet been determined.

9/27 Drainage Repair – Drainage repairs have been made to the taxiway. Jon Glass and Michael Luckado will plant grass seed and remove rocks from the 700 foot section on west end before reopening runway to full length.

North Taxiway Drainage – Approved TAD contract has been received. Jon Glass advised PDC to begin the specifications and bid process for this project.

Other – The TN Airports Conference will be held August 19 and 20 at the Nashville Airport Marriott.

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS 15 days in April.

NDB – No problems or outages for April.

VOR – No problems or outages for April.

AWOS – No problems or outages for April.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for April.

REILS AND PAPI – No problems or outages for April.

HANGAR RENT/INSURANCE

OVERDUE RENT – There is one leaseholder who has not paid 2009 rent: Mickey Miller – currently owes \$1,084.00.

Court date for Mickey Miller overdue lease payments was May 7. He reached agreement with Judge Conley to increase his lease payments until they are current. Jon Glass will contact Judge Conley regarding his insurance certificate.

EXPIRED INSURANCE CERTIFICATE

Mickey Miller

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>April 2009</i>	<i>9,633.7</i>	<i>142</i>	<i>26</i>
<i>April 2008</i>	<i>10,331.5</i>	<i>89</i>	<i>15</i>
<i>April 2007</i>	<i>10,609.5</i>	<i>78</i>	<i>30</i>

AIRPORT MARKETING/PRESENTATIONS – None for April 2010.

SUGGESTION BOX – No comments.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Update – As of Friday May 7th \$92,000 has been pledged to furnish the terminal building and other airport improvement items. In-kind donors include Jack Daniels (rocking chairs), Lakeway (furnish conference room), Citizen's Tri-County Bank (phone system), Mike Norris (50 inch plasma TV) TUB (installation services and 2 – 32 inch TV's) ERPUD (fireplace) and Goodrich (Golf cart, Unicom radio and antenna). In-Kind donations total an estimated \$30,600.

7. Old Business:

- A. Terminal Building Update** – Jon Glass reviewed payments and deposits with the terminal building donation account. After all current and planned expenses are paid an estimated \$18,537 would be left in the account with \$12,500 in donation payments due during the year for a balance of \$31,037. He reported that since the April meeting \$3,100 in new donations had been received.
- B. Kiwanis Club July 2nd Show** – Mike Rutherford updated the Board on the upcoming July 2nd Air Show and fireworks. He reported that the Aeroshell team was under contract to perform during the event. Aeroshell will not be able to perform on the rain date of July 3rd so Kiwanis Club is actively seeking a 2nd performer. The schedule for the event will be terminal building open house for donors at 5:30 pm, gates will open at 6:00 pm, terminal building dedication at 7:00 pm, Aeroshell team from 8:00 to 8:30 pm and fireworks at 9:00 pm. A meeting regarding the event with Airport Authority, City and Kiwanis Club personnel will be held May 14th at 10:00 am.

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8. New Business:

- A. Tullahoma Aviation Rental Fee/Electrical Credit** – Chairman Miller proposed that Tullahoma Aviation be given the same terminal building rental consideration that was being offered in the FBO RFP. The RFP allows for free rental of the FBO office space in the building in exchange for keeping the entire building clean. Ken Ward, Jon Glass, Frank Passarello and Jimmy Chapman will propose a new Tullahoma Aviation rental fee and building cleaning standards for the remainder of their contract at the June 1, 2010 Board meeting.
- B. Terminal Building Dedication** – Chairman Miller reviewed the invitation list for the terminal building dedication. Anna Johnson, Dr. Phillip Patterson, Steve Askins, Ralph Graham, Dwayne Hicks and Wayne Limbaugh were added to the invitation list. Murray King was added to the donor list as a bronze sponsor for his in-kind work during terminal building construction. Karla Smith is working on invitations and catering for the dedication. She reported that Coca-Cola will provide drinks for the event.

9. Alderman Sandlin Comments – Alderman Sandlin suggested that a few more weeks should be given for a response from the Jody Baltz letter to the property owners of the retaining ponds adjacent to Wal-Mart. If the property owners do not respond by June 1, 2010, the Airport Authority will recommend that the Board of Mayor and Aldermen proceed with legal action to force action on the ponds. Alderman Sandlin commented that there were 2 minor findings on the recent audit regarding sales tax and payroll transfers. He reported that the 1st reading of the FY 2011 budget will be held May 24, 2010.

10. The Meeting was adjourned at 5:58 pm. Chairman Miller reported that the June Board meeting will be held on June 1 and prospective FBO bidders are scheduled to make oral presentations during the meeting.

Submitted on 5/14/10

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting